

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER SEE SCHEDULE	PAGE 1 OF 40
2. CONTRACT NO. W911W417P0018P00006	3. AWARD/EFFECTIVE DATE 16-Jun-2017	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:	a. NAME			b. TELEPHONE NUMBER <i>(No Collect Calls)</i>	8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY CDR, HQUSAINS COM 8825 BEULAH ST. FORT BELVOIR VA 22060-5847	CODE W911W4	10. THIS ACQUISITION IS <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS	<input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM	NAICS: 561110 SIZE STANDARD: \$7,500,000	
TEL: FAX:			<input checked="" type="checkbox"/> 8(A)		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS Net 30 Days	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING		
			14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		
15. DELIVER TO	CODE	16. ADMINISTERED BY	CODE		
SEE SCHEDULE					
SEE ITEM 9					
17a. CONTRACTOR/ OFFEROR TIME SYSTEMS LLC RACHEL BELLAMY 18023 DUMFRIES SHOPPING PLZ STE A DUMFRIES VA 22026-2356 TELEPHONE NO. 202-488-8463	CODE 46M99	FACILITY CODE 46M99	18a. PAYMENT WILL BE MADE BY DFAS-ROME VENDOR PAY 325 BROOKS ROAD ROME NY 13441-4527	CODE HQ0302	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES SEE SCHEDULE			21. QUANTITY	22. UNIT
					23. UNIT PRICE
24. AMOUNT					
25. ACCOUNTING AND APPROPRIATION DATA See Schedule (b) (4)					
26. TOTAL AWARD AMOUNT (For Govt. Use Only)					
<p><input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED</p> <p><input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED</p>					
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.			29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		
30b. NAME AND TITLE OF SIGNER <i>(TYPE OR PRINT)</i>		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(TYPE OR PRINT)</i> STEPHEN D. NOETHEN / CONTRACTING OFFICER TEL: 703-428-4471 EMAIL: stephen.d.noethen.civ@mail.mil		31c. DATE SIGNED 16-Jun-2017

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)					PAGE 2 OF 40	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE					
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____						
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL						
38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			41c. DATE	42b. RECEIVED AT (Location)		
				42c. DATE REC'D (YY/MM/DD)		
				42d. TOTAL CONTAINERS		

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

Section SF 30 - BLOCK MA CONTINUATION PAGE
ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

NARRATIVE

The purpose of this modification is to administratively correct the quantity and unit price of CLIN 1001

1. The following is administratively corrected;

- a. CLIN 1001's quantity is decreased by 1.31 from 10.75 to 9.44.
- b. CLIN 1001's unit price is increased by (b) (4).

4. As a result of this modification, the total cost of this contract was decreased by (b) (4)

(b) (4) The total funded amount remains the same.

5. All other terms and conditions remain unchanged.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

Section SF 1449 - CONTINUATION SHEET **ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR**

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		11	Week	\$ (b) (4)	\$ (b) (4)
LABOR Administrative Assistants					
FFP					
Additional Funds for the Extension of Services					
FOB: Destination					
PURCHASE REQUEST NUMBER: W90MWU8D18001D					
PSC CD: R699					

NET AMT	\$ (b) (4)
ACRN AE	\$ (b) (4)
W90MWU8D18001D0004	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
100101					\$ (b) (4)
Funding for CLIN 1001					
FFP					
PURCHASE REQUEST NUMBER: W90MWU8D18001D					

NET AMT	\$ (b) (4)
ACRN AE	\$ (b) (4)
W90MWU8D18001DFGNGTA	

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
---------	-------------------	----------	------	------------	--------

0001	ADMINISTRATIVE SUPPORT FOR USAINS COM	12	Months	\$ (b) (4)	\$ (b) (4)
LABOR Administrative Assistants					
FFP					
Admin CME to process USAINS COM FOIA/IRR Office files.					
FOB: Destination					
PURCHASE REQUEST NUMBER: W90MWU2B17104J0001					
PSC CD: R699					

NET AMT

\$ **[REDACTED]**

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
---------	-------------------	----------	------	------------	--------

000101	Funding for CLIN 0001				\$ (b) (4)
FFP					
PURCHASE REQUEST NUMBER: W90MWU2B17104J0001					

NET AMT

\$ **[REDACTED]**

ACRN AA					\$ [REDACTED]
W90MWU0001					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
---------	-------------------	----------	------	------------	--------

000102	Funding for CLIN 0001				\$ (b) (4)
FFP					
PURCHASE REQUEST NUMBER: W90MWUB17104J001					

NET AMT

\$ **[REDACTED]**

ACRN AB					\$ [REDACTED]
W90MWUB17104J001MGYF000102					

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000103	Funding for CLIN 0001 FFP PURCHASE REQUEST NUMBER: W90MWU616600022				\$ (b) (4)

NET AMT	
ACRN AC	\$ [REDACTED]
W90MWU616600022000103	\$ [REDACTED]

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	11	Week	\$ (b) (4)	\$ [REDACTED]	
LABOR Administrative Assistants FFP Admin CME to process USAINS COM FOIA/IRR Office files. FOB: Destination PURCHASE REQUEST NUMBER: W90MWU8H18008H PSC CD: R699					

NET AMT	
ACRN AD	\$ [REDACTED]
W90MWU8H18008HVCTUOQ	\$187,592.35

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
---------	-------------------	----------	------	------------	--------

1001	ADMINISTRATIVE SUPPORT FOR USAINS COM	9.44	Months	\$ (b) (4)	\$ (b) (4)
------	---------------------------------------	------	--------	-------------------	-------------------

EXERCISED OPTION LABOR Administrative Assistants
 FFP
 Admin CME-OY1. Admin CME to process USAINS COM FOIA/IRR Office files.
 FOB: Destination
 PURCHASE REQUEST NUMBER: W90MWU2B17104J
 PSC CD: R699

NET AMT

\$ **[REDACTED]**

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
---------	-------------------	----------	------	------------	--------

2001	LABOR Administrative Assistants	12	Months	\$ (b) (4)	\$ [REDACTED]
------	---------------------------------	----	--------	-------------------	----------------------

OPTION FFP
 Admin CME - OY 2. Admin CME to process USAINS COM FOIA/IRR Office files.
 FOB: Destination
 PURCHASE REQUEST NUMBER: W90MWU2B17104J
 PSC CD: R699

NET AMT

\$ **[REDACTED]**

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001	ADMINISTRATIVE SUPPORT FOR USAINS COM	12	Months	\$ (b) (4)	\$ (b) (4)
OPTION	LABOR Administrative Assistants FFP Admin CME - OY 3. Admin CME to process USAINS COM FOIA/IRR Office files. FOB: Destination PURCHASE REQUEST NUMBER: W90MWU2B17104J PSC CD: R699				
				NET AMT	\$ (b) (4)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
000103	N/A	N/A	N/A	N/A
0002	Destination	Government	Destination	Government
0003	N/A	N/A	N/A	Government
1001	Destination	Government	Destination	Government
100101	N/A	N/A	N/A	N/A
2001	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 16-JUN-2017 TO 15-JUN-2018	N/A	CDR, 902ND MI GROUP (b) (3) (A) 4552 PIKE ROAD FORT MEADE MD 20755-5955 301-677-3527 FOB: Destination	W90MWU

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

<i>ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR</i>				
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
000103	N/A	N/A	N/A	N/A
0002	POP 16-JUN-2018 TO 31-AUG-2018	N/A	CDR, 902ND MI GROUP (b) (3) (A) 4552 PIKE ROAD FORT MEADE MD 20755-5955 301-677-3527 FOB: Destination	W90MWU
0003	POP 16-JUN-2018 TO 31-AUG-2018	N/A	N/A FOB: Destination	
1001	POP 01-SEP-2018 TO 15-JUN-2019	N/A	CDR, B CO., 310TH MI BN 4553 PIKE ROAD FT. MEADE MD 20755 301-677-4535 FOB: Destination	W90MWU
100101	N/A	N/A	N/A	N/A
2001	POP 16-JUN-2019 TO 15-JUN-2020	N/A	CDR, B CO., 310TH MI BN 4553 PIKE ROAD FT. MEADE MD 20755 301-677-4535 FOB: Destination	W90MWU
3001	POP 16-JUN-2020 TO 15-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90MWU

ACCOUNTING AND APPROPRIATION DATA

AA: 21720200000025203541112790000252035252G46CDSDW90MWU2B17104JCDS46030093
 AMOUNT: **(b) (4)**

AB: 21 7 2020 0000 0 25 2035 41114600000 233Z 46CDHN W90MWU2B17104J0001 CDHN46 030093
 AMOUNT: **(b) (4)**

AC: 21720200000025203541114600000252G46CDHNW90MWU61660002CDHN46030093
 AMOUNT: **(b) (4)**

AD: 21 8 2020 00000 25 2035 41114600000 252G 46CDHN W90MWU8H18008H CDHN46 030093
 AMOUNT: **(b) (4)**

AE: 21 8 2020 00000 25 2035 41114600000 252G 46CDHN W90MWU8D18001D CDHN46 030093
 AMOUNT: **(b) (4)**

ACRN	CLIN/SLIN	CIN	AMOUNT
AA	000101	W90MWU0001	(b) (4)

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

AB	000102	W90MWU8H1041001MGYF00010	(b) (4)	FOI/PO/IRR
AC	000103	W90MWU616600022000103		
AD	0002	W90MWU8H18008HVCTUOQ	\$	
AE	0003	W90MWU8D18001D0004	\$	
	100101	W90MWU8D18001DFGNNGTA	\$	

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	OCT 1995
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-13	System for Award Management Maintenance	OCT 2016
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	NOV 2015
52.212-4	Contract Terms and Conditions--Commercial Items	JAN 2017
52.217-8	Option To Extend Services	NOV 1999
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	OCT 2016
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	MAY 2016
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.222-7007	Representation Regarding Combating Trafficking in Persons	JAN 2015
252.225-7012	Preference For Certain Domestic Commodities	DEC 2016
252.225-7048	Export-Controlled Items	JUN 2013
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel	JUN 2013
252.244-7000	Subcontracts for Commercial Items	JUN 2013

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR
CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JAN 2017)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (2) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).
- (3) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (4) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

- ____ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).
- ____ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

- ____ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

- X (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2016) (Pub. L. 109-282) (31 U.S.C. 6101 note).

- ____ (5) [Reserved]
- ____ (6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).
- ____ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

- X (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Oct 2015) (31 U.S.C. 6101 note).

- ____ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (July 2013) (41 U.S.C. 2313).

- ____ (10) [Reserved]
- ____ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

 (ii) Alternate I (NOV 2011) of 52.219-10 ***ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR***

 (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

 (ii) Alternate I (JAN 2011) of 52.219-4.

 (13) [Reserved]

X (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

 (ii) Alternate I (NOV 2011).

 (iii) Alternate II (NOV 2011).

 (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

 (ii) Alternate I (Oct 1995) of 52.219-7.

 (iii) Alternate II (Mar 2004) of 52.219-7.

X (16) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)).

 (17)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2017) (15 U.S.C. 637(d)(4)).

 (ii) Alternate I (Nov 2016) of 52.219-9.

 (iii) Alternate II (Nov 2016) of 52.219-9.

 (iv) Alternate III (Nov 2016) of 52.219-9.

 (v) Alternate IV (Nov 2016) of 52.219-9.

 (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).

 (19) 52.219-14, Limitations on Subcontracting (JAN 2017) (15 U.S.C. 637(a)(14)).

 (20) 52.219-16, Liquidated Damages—Subcon-tracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

 (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).

X (22) 52.219-28, Post Award Small Business Program Rerepresentation (July 2013) (15 U.S.C. 632(a)(2)).

 (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) (15 U.S.C. 637(m)).

 (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) (15 U.S.C. 637(m)).

X (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

X (26) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Oct 2016) (E.O. 13126).

X (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

(28) 52.222-26, Equal Opportunity (Sept 2007) (E.O. 13496) **ADMINISTRATIVE SUPPORT FOR USAMSCOM FOI/PO/IRR**

(29) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

(30) 52.222-36, Equal Opportunity for Workers with Disabilities (July 2014) (29 U.S.C. 793).

(31) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).

(32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

(33)(i) 52.222-50, Combating Trafficking in Persons (March 2, 2015) (22 U.S.C. chapter 78 and E.O. 13627).

_____ (ii) Alternate I (March 2, 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

_____ (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (E.O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

_____ (35) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (OCT 2016). (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).

Note to paragraph (b)(35): By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, DoD, GSA, and NASA will publish a document in the Federal Register advising the public of the termination of the injunction.

_____ (36) 52.222-60, Paycheck Transparency (Executive Order 13673) (OCT 2016).

_____ (37)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

_____ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

_____ (38) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (June, 2016) (E.O. 13693).

_____ (39) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (June, 2016) (E.O. 13693).

_____ (40) (i) 52.223-13, Acquisition of EPEAT® Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514).

_____ (ii) Alternate I (OCT 2015) of 52.223-13.

_____ (41)(i) 52.223-14, Acquisition of EPEAT® Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).

_____ (ii) Alternate I (Jun 2014) of 52.223-14.

_____ (42) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).

_____ (43)(i) 52.223-16, Acquisition of EPEAT[supreg]-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

____ (ii) Alternate I (Jun 2014) of 52.223-16.

X (44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).

____ (45) 52.223-20, Aerosols (June, 2016) (E.O. 13693).

____ (46) 52.223-21, Foams (June, 2016) (E.O. 13693).

____ (47)(i) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

____ (ii) Alternate I (JAN 2017) of 52.224-3.

____ (48) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).

____ (49) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

____ (ii) Alternate I (May 2014) of 52.225-3.

____ (iii) Alternate II (May 2014) of 52.225-3.

____ (iv) Alternate III (May 2014) of 52.225-3.

____ (50) 52.225-5, Trade Agreements (Oct 2016) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (51) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

____ (52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

____ (53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

____ (54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

____ (55) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

____ (56) 52.232-30, Installment Payments for Commercial Items (Jan 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (57) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (July 2013) (31 U.S.C. 3332).

____ (58) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (July 2013) (31 U.S.C. 3332).

____ (59) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

____ (60) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

____ (61) 52.242-5, Payments to Small Business Subcontractors (JAN 2017)(15 U.S.C. 637(d)(12)).

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

____ (62)(i) 52.247-64, ~~Provision for Protection of U.S. Trade Secrets and Proprietary Information~~ (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

____ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

____ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495).

____ (2) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

____ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

____ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

____ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (MAY 2014) (29 U.S.C 206 and 41 U.S.C. chapter 67).

____ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (MAY 2014) (41 U.S.C. chapter 67).

____ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (MAY 2014) (41 U.S.C. chapter 67).

____ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015) (E.O. 13658).

____ (9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

____ (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).

____ (11) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

- (i) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).
- (ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (iii) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
- (iv) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.
- (v) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- (vi) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246).
- (vii) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- (viii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- (ix) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).
- (x) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (xi) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).
- (xii) _____ (A) 52.222-50, Combating Trafficking in Persons (March 2, 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- _____ (B) Alternate I (March 2, 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).
- (xiii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)
- (xiv) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)
- (xv) 52.222-54, Employment Eligibility Verification (Oct 2015) (E. O. 12989).
- (xvi) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E.O. 13658).
- (xvii) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (OCT 2016) (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

Note to paragraph (e)(1)(xvii): By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, DoD, GSA, and NASA will publish a document in the Federal Register advising the public of the termination of the injunction.

(xviii) 52.222-60, Paycheck Transparency (Executive Order 13673) (OCT 2016)).

(xix) (A) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

(B) Alternate I (JAN 2017) of 52.224-3.

(xx) 52.222-62 Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

(xxi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xxii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxiii) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 Days ; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 12 months.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

<http://farsite.hill.af.mil/farsite/> **ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR**

(End of clause)

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item(s) 1001 is incrementally funded. For this/these item(s), the sum of \$757,436.40 of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For items(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

regard to the rights or obligations of the parties pertaining to the adjustment of payments under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract \$ **(b) (4)**

TBD - **(b) (4)**

(End of clause)

Army Electronic Invoicing Instructions (Feb 2006)

Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

- Wide Area Workflow (WAWF) (see instructions below)*
- Web Invoicing System (WInS) (<https://ecweb.dfas.mil>)*
- American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/eced>)*
- Other (please specify) _____*

DFAS POC and Phone:

*HQ0302
 DFAS-ROME
 VENDOR PAY/ (800) 553-0527
 325 BROOKS ROAD
 ROME, NY 13441-4527*

WAWF is the preferred method to electronically process vendor request for payment.
This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the System for Awards Management (SAM)

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

Registration ~~ADMINISTRATIVE SUPPORT FOR THIS CONTRACT~~ is due ~~10~~ calendar days after award of this contract/order.

WAWF Instructions

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS)- Rome, Vendor Pay, 325 Brooks Road, Rome, NY 13441-4527 or 1-8000-553-0527. Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/money/vendor>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents.

TYPE OF DOCUMENT *[Check the appropriate block]*

- Commercial Item Financing
- Construction Invoice (Contractor Only)
- Invoice (Contractor Only)
- Invoice and Receiving Report (COMBO)
- Invoice as 2-in-1 (Services Only)
- Performance Based Payment (Government Only)
- Progress Payment (Government Only)
- Cost Voucher (Government Only)
- Receiving Report (Government Only)
- Receiving Report With Unique Identification (UID) Data (Government Only)

UID is a new globally unique “part identifier” containing data elements used to track DoD parts through their life cycle.

- Summary Cost Voucher (Government Only)

CAGE CODE: **46M99**

ISSUE BY DODAAC: **W911W4**

ADMIN BY DODAAC: **W911W4**

INSPECT BY DODAAC: **W90MWU**

ACCEPT BY DODAAC: **W90MWU**

SHIP TO DODAAC: **W90MWU**

LOCAL PROCESSING OFFICE DODAAC: **N/A**

PAYMENT OFFICE FISCAL STATION CODE: **HQ0302**

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

EMAIL POINTS OF CONTACT LISTING
ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

INSPECTOR: [REDACTED].civ@mail.mil
ACCEPTOR: [REDACTED].civ@mail.mil
RECEIVING OFFICE POC: [REDACTED].civ@mail.mil
CONTRACT ADMINISTRATOR: kim.m.robinson4.civ@mail.mil
CONTRACTING OFFICER: stephen.d.noethen.civ@mail.mil
ADDITIONAL CONTACT: stephen.d.noethen.civ@mail.mil
For more information contact Kim Robinson, 703-428-4491

PERFORMANCE WORK STATEMENT

Part 1
General Information

1. GENERAL: This is a non-personnel services contract to provide administrative support to the U.S. Army Intelligence and Security Command (USAINTSCOM) Freedom of Information/Privacy Office/Investigative Records Repository (FOI/PO/IRR). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, supervision, and other items and non-personal services necessary to perform administrative support to USAINTSCOM FOI/PO/IRR as defined in this Performance Work Statement (PWS) except for those items specified as Government Furnished Property (GFP) and services. The contractor shall perform to the standards in this contract.

1.2 Background: The FOI/PO provides world-class support to the Department of the Army (DA), other Federal agencies and the public, ensuring the protection of U.S. Government and individual interests while maximizing releasable information to the public. Federal statute and regulation requires the INSCOM FOI/PO to provide timely, accurate, and professional customer-oriented service in response to FOIA and Privacy Act (PA) requests within the federally mandated 10 and 20 day time constraints. The IRR serves as the repository for intelligence, counterintelligence, security investigative and operational records which are governed by AR 381-45, AR 381-10, and AR 381-20. The IRR is responsible for the timely processing of new records into the repository, responding to requests for records from other federal agencies, and performing systematic review and reduction of records. The IRR completes approximately 93,000 actions annually on Army records that are used in the adjudication of security clearances, background investigations, FOIA/PA requests, and to support ongoing intelligence investigations and operations within the Army.

1.3 Objectives: The objective of this PWS is to provide contracted administrative support to the USAINTSCOM FOI/PO/IRR. The contractor shall provide mail preparation, handling and processing; receiving and processing of requests submitted to the FOIA/PO; accurate data input while opening and closing requests; records digitization; filing and managing physical case storage and retention according to the ARIMS (Army Records Information Management System) and other duties as defined in this PWS.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

1.4 Scope: Contract ~~ADMINISTRATIVE SUPPORT FOR USAMC HUMAN RESOURCE~~ objectives at a level sufficient enough to support the following levels of effort: The IRR processes on an average 1,884 records per week. The IRR receives on an average 500 requests per week; and digitize on average 6,500 pages per week.

1.5 Period of Performance: The period of performance shall be for one (1) Base Year of 12 months and three (3) 12 month Option Years. The period of performance shall read as follows:

Base Year

Option Year 1

Option Year 2

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

Option Year 3

1.6 General Information

1.6.1 Quality control: The contractor shall develop and maintain an effective quality control program (QCP) to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which he assures himself that his work complies with the requirement of the contract. The contractor shall submit a comprehensive QCP to the contracting officer and the Contracting Officer Representative (COR) within 30 calendar days after contract award. An electronic copy shall be submitted to the contracting officer and the COR within five (5) working days when changes are made thereafter. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to the quality control (QC) system.

1.6.2 Quality Assurance: The Government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.6.3 Recognized Holidays: Access to Government spaces will not be available on weekends or when the facility is closed due to local or national emergencies, administrative closings, or the following federally observed holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.6.4 Hours of Operation: The contractor is responsible for conducting business, between the hours of 7:00 AM EST – 4:30 PM EST Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.6.5 Place of Performance: The work to be performed under this contract will be performed in Government furnished facilities designated by the Command on or in the vicinity of Fort George G. Meade, MD.

1.6.6 Type of Contract: The Government will award a Firm Fixed Price contract for this requirement.

1.6.7 Security Requirements: The contractor performing work under this contract must have a TOP SECRET/SENSITIVE COMPARTMENTED INFORMATION (TS/SCI) level security clearance at the time of the proposal submission, and must maintain the level of security required for the life of the

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

contract. All personnel shall meet the security requirements in accordance with the attached DD Form 254, Contract Security Classification Specifications.

1.6.7.1 The contractor shall maintain and administer a security program in accordance with the National Industrial Security Program Operations Manual (NISPOM) DoD 5220.22M. Loss or suspension of required security clearance, as set forth in DD Form 254, would result in the contractor's inability to perform in accordance with the terms and conditions of this contract. As a result of this failure to perform, the contractor is subject to termination under the appropriate termination clause herein.

1.6.7.2 Physical Security: The contractor shall be responsible for safeguarding all Government equipment, information and property provided for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

1.6.7.3 Key Control: - N/A.

1.6.7.4 Lock Combinations: The contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the contractor's Quality Control Plan.

1.6.7.4 Contractor Employees Who Require Access To Government Information Systems: All contractor employees with access to a Government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access and then annually thereafter.

1.6.7.4.1 Contractors will complete Information Assurance (IA) Training (required for Government systems access), and obtain a completion certificate prior to entry on duty (EOD). The completion certificate will be sent to the responsible COR to confirm compliance prior to EOD. Initially, non-CAC access to AKO is required to complete IA training. However, contractors must obtain a CAC (DD Form 1172-2) prior to EOD.

1.6.7.5 Handling Or Access To Classified Information: The contractor shall comply with FAR 52.204- 2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DoD 5220.22-M, notice of which will be furnished to the contractor.

1.6.7.6 Insider Threat Program: NISPOM 1-202 requires the contractor to establish and maintain an insider threat program that will gather, integrate, and report relevant and available information indicative of a potential or actual insider threat. The contractor's program must include the following elements:

1.6.7.6.1 An insider threat program plan endorsed by the insider threat program senior official (ITPSO) describing:

- o Capability to gather relevant insider threat information across the contractor facility (e.g., human resources, security, information assurance, legal), commensurate with the organization's size and operations.
- o Procedures to: access, share, compile, identify, collaborate among the cleared contractor's functional elements (including those listed above), and report relevant information covered by the 13 personnel security adjudicative guidelines that may be indicative of a potential or actual insider threat; deter cleared employees from becoming insider threats; detect insiders who pose a risk to classified information; and, to mitigate the risk of an insider threat.
- o Any corporate-wide program plans that address requirements for all cleared facilities within the corporate family and address effective implementation at each cleared entity within the business structure. Contractors will self-certify to DSS that a written program plan is implemented and current.

1.6.7.6.2 Formal appointment by the contractor of an ITPSO who is a U.S. citizen employee and a senior official

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

of the company:

- o The ITPSO will be cleared in connection with the FCL and is responsible for establishing and executing the contractor's insider threat program.
- o The ITPSO must serve in a position within the organization that has the authority to provide management, accountability, and oversight to effectively implement and manage the requirements of the NISPOM related to insider threat.
- o The facility security officer (FSO) may also serve as the ITPSO. If the ITPSO is not the FSO, the contractor's ITPSO will ensure the FSO is an integral member of the contractor's implementation program for an insider threat program.

Contractors will appoint the ITPSO as one of the company's key management personnel in the Electronic Facility Clearance System (e-FCL) at <http://www.dss.mil/diss/efcl.html> or as directed by the CSA. Additional information is available at www.dss.mil.

1.6.7.6.3 Appointment of an ITPSO for the corporate family:

- o A corporate family may choose to establish a corporate-wide insider threat program with one senior official appointed to establish and execute the program.
- o Each cleared legal entity in the corporate family using the corporate-wide ITPSO must separately appoint that person as the ITPSO for that cleared legal entity in e-FCL at <http://www.dss.mil/diss/efcl.html>.
- o If the corporate family chooses to have the corporate-wide ITPSO also serve as the senior official for cleared divisions or branches within a multiple-facility organization, the ITPSO will provide DSS a list of facilities by Commercial and Government Entity (CAGE) code for which the ITPSO serves as the senior official. DSS, in its discretion, may also require that the ITPSO, if appointed for all the cleared facilities within a multiple-facility organization, be submitted in e-FCL at <http://www.dss.mil/diss/efcl.html> for each cleared facility.
- o When a corporate family appoints a single ITPSO, that individual must be able to effectively manage the insider threat requirements for each entity for which they are appointed or maintain a record of the individuals at each cleared facility who are trained in accordance with this ISL to support implementation of insider threat program requirements.

1.6.7.6.4 Contractor reviews:

- o A senior management official at the cleared facility will certify annually to DSS in writing that a self-inspection has been completed in accordance with the provisions of NISPOM paragraph 1-207b.
- o Contractors must make self-inspection reports available to DSS during the next security vulnerability assessment following the self-inspection.
- o Additional guidance is in the Self-Inspection Handbook for NISP Contractors at http://www.cdse.edu/documents/cdse/self_inspect_handbook_nisp.pdf. The Self-Inspection Handbook includes guidance on implementing insider threat program requirements.

1.6.7.6.5 Reporting requirements:

- o This ISL does not change the reporting requirements of the NISPOM Change 2; it serves to clarify the reporting requirements related to behaviors indicative of insider threat.
- o Contractors must report relevant and credible information coming to their attention regarding cleared employees. Such reporting includes information indicative of a potential or actual insider threat that is covered by any of the 13 personnel security adjudicative guidelines <http://www.gpo.gov/fdsys/pkg/CFR-2012-title32-vol1/xml/CFR-2012-title32-vol1-part147.xml>, or when that information constitutes adverse information, in accordance with NISPOM 1-302a. (further clarified in "ISL 2011-04, "Adverse Information").

Training and information on the Federal adjudicative guidelines is available from the DSS Center for Development of Security Excellence (CDSE) at <http://www.cdse.edu/shorts/personnel-security.html>.

1.6.7.6.6 Individual culpability reports: Contractors must have a system or process to identify patterns of negligence or carelessness in handling classified information to ensure reporting in accordance with the requirements outlined NISPOM 1-304c, even for incidents that do not initially warrant a culpability or individual incident report.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

1.6.7.6.7 Insider threat training:

Insider threat personnel assigned duties related to insider threat program management: Training on insider threat program management is required for all personnel assigned duties related to insider threat program management. Contractors must provide internal training for insider threat program personnel that includes, at a minimum, the topics outlined in NISPOM 3-103a. Contractors may use an existing training course to meet the training requirements for insider threat program personnel. CSA-designated training that meets the minimum topics outlined in NISPOM 3-103 is available through the CDSE catalog under Insider Threat at <http://www.cdse.edu/catalog/insider-threat.html>. See Establishing an Insider Threat Program for Your Organization, course CI122.16. New contractor personnel assigned duties related to insider threat program management must complete the required training within 30 days of being assigned those duties.

1.6.7.6.8 Employee awareness: Training on insider threat awareness is required for all cleared employees before being granted access to classified information and annually thereafter. Contractors must provide internal training programs that include, at a minimum, the topics outlined in NISPOM 3-103b. Contractors may use an existing training course to meet the requirements of insider threat awareness training for personnel who access classified information. Training is available through the CDSE catalog under Insider Threat. See Insider Threat Awareness, course CI121.16, or Counterintelligence Awareness and Security Briefing, course CI112.16. These courses are available at <http://cdsetrain.dtic.mil/itawareness/index.html> and <http://www.cdse.edu/catalog/elearning/CI112.html>.

1.6.7.6.9 Insider threat awareness training: All cleared employees who are not currently in access must complete insider threat awareness training prior to being granted access. Cleared employees already in access must complete insider threat awareness training within 12 months of the issuance date of NISPOM Change 2, NLT May 31, 2017.

1.6.7.6.10 Training records management: Contractors must create and maintain records of all employee insider threat awareness program initial and refresher training. Records of training must be available for review during DSS security vulnerability assessments and must consist of training attendance certificates, or other documentation verifying that personnel required to complete the training requirements outlined in this ISL have completed the training.

1.6.7.6.11 Refresher training: Contractors will include insider threat awareness in annual refresher training to reinforce and update cleared employees on the information provided in initial training.

1.6.7.6.12 User activity monitoring on classified information systems:

- o Contractors must implement the DSS-provided information system security controls on classified information systems in order to detect activity indicative of insider threat behavior. These controls are based on Federal requirements and standards (Federal Information Security Management Act, National Institute of Standards and Technology, and Committee for National Security Systems).
- o Additional guidance for information systems under DSS industrial security cognizance has been incorporated into the DSS Office of the Designated Approving Authority (ODAA) Process Manual for the Certification and Accreditation of Classified Systems under the NISPOM, known as the ODAA Process Manual. The ODAA Process Manual is available at <http://www.dss.mil/isp/odaa/odaa.html>.

1.6.7.11.12.1 The term “authorizing official” has replaced the term “designated approving authority” in the NISPOM. The DSS ODAA serves as the authorizing official to render an operational authorization decision for contractors based on the results of security assessment activities and the implementation of the set of security controls provided by DSS.

1.6.7.11.13 The CDSE Industry Insider Threat Job Aid provides additional information and guidance on these requirements at <http://www.cdse.edu/itp-industry>. Training, job aids and best practices are available in the Insider Threat Tool Kit at <http://www.cdse.edu/toolkits/insider/index.php>.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

1.6.7.12 Special Qualifications: The contractor is responsible for ensuring all employees possess and maintain TS/SCI security clearance during the execution of this contract.

1.6.7.12.1 INSCOM Mandatory Initial and Annual Refresher Training: All contractors supporting this requirement shall receive initial and annual INSCOM mandatory training. The majority of the training can be completed via NIPRNET while on duty. INSCOM Mandatory training requirements are as follows:

- Classified Markings
- Annual Security Refresher Training
- Information Assurance
- DNI Unauthorized Disclosure of Classified Information Training
- DoD Controlled Unclassified Information (CUI) Awareness Training
- DoD Cyber Awareness Challenge Training
- Intelligence Oversight Awareness Training
- OPSEC Awareness
- Antiterrorism Threat Level 1
- Combating Trafficking in Persons Training
- Threat Awareness & Reporting Program (TARP) Training

1.6.7.12.2 Contractor shall maintain proficiency with various standard office software packages and tools and Feith Systems and Software a proprietary office software.

1.6.8 Antiterrorism/OPSEC Requirements.

1.6.8.1 Antiterrorism Considerations: In accordance with DFARS, 207.105(b) (20) (D), and DOD Instruction 2000.16, DoD Antiterrorism Standards, the contractor is hereby advised that it shall comply with the policies and procedures of the U.S. Antiterrorism Officer (ATO) at each installation where work is being performed. DoD Instruction 2000.16 is available at the Washington Headquarters Services website (<http://www.dtic.mil/whs/directives/>). Information with regard to the INSCOM procedures and policies will be provided at a later date. A modification to the task order will be the instrument of notification for this action. The contractor shall submit a request for an equitable adjustment for any directly incurred costs for compliance with these policies and procedures, following the modification incorporating the policy and procedures guidance. Equitable adjustment requests shall be in compliance with the appropriate clauses.

1.6.8.2 Antiterrorism and Force Protection (AT/FP): AR 350-1, 19 Aug 2014, Army Training and Leadership Development, Section II, G-7, Antiterrorism and Force Protection. Specific Army standards for AT/FP training are listed in Chapter 5, AR 525-13, 11 September 2008.

1.6.8.3 AT Level I Training: All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level 1 awareness training within 30 calendar days after task order start date or effective date of incorporation of this requirement into the task order, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the COR/ACOR or to the contracting officer, if a COR/ACOR is not assigned, within 15 calendar days after completion of training by all employees and subcontractor personnel. AT Level 1 awareness training is available at the following website: <https://atlevel1.dtic.mil/at>.

1.6.8.4 Access and General Protection/Security Policy and Procedures: Contractor and all associated subcontractor employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce shall comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this task order, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

1.6.8.5 iWATCH Training: The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Authorization to Operate (ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within thirty (30) calendar days of task order award and within thirty (30) calendar days of new employee's commencing performance. iWATCH training results shall be reported to the COR not later than forty-five (45) calendar days after task order award.

1.6.8.6 For Contracts that Require an OPSEC Standing Operating Procedure/Plan. The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within ninety (90) calendar days of task order award, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. This SOP/Plan will include the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor shall ensure this individual becomes OPSEC Level II certified per AR 530-1.

1.6.8.7 Operations Security (OPSEC): AR 530-1, 26 Sep 2014, Training Programs. The Contractor shall provide OPSEC training to all employees regarding the safeguarding of sensitive information prior to employees being allowed access to such information. Chapter 4 of AR 530-1, Training, requires that newly arrived personnel receive an OPSEC orientation briefing within the first 30 calendar days of arrival at the organization. The AR further requires that all personnel receive an annual OPSEC briefing. Contractor personnel may utilize the OPSEC briefings presented by the INSCOM OPSEC Program Manager/Coordinator. The Contractor shall submit certificates of completion or sign in rosters for all initial and annual OPSEC training to the COR. The above requirements will flow down to all subcontractors working on or providing support to the task order.

1.6.8.8 The Contractor shall not release sensitive information to the general public without prior written approval from the Contracting Officer. All contractor requests to release sensitive information shall be in writing and clearly explain the necessity for release of the information and consequences if approval is not granted.

1.6.8.9 All material produced by the contractor which will be released to the general public shall be subject to OPSEC and Security reviews from the INSCOM OPSEC Officer, Security Officer and INSCOM Public Affairs Office, prior to release.

1.6.8.10 The Contractor shall destroy all sensitive program material at the completion of the task order so as to ensure the information cannot be accessed or utilized for any purpose. The Contractor shall also notify the Contracting Officer in writing of its destruction. These same requirements will flow down to all subcontractors working on or provided any sensitive information related to the task order.

1.6.8.11 For Information Assurance (IA)/Information Technology (IT) Training. All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 within thirty days (30) of employment. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the COR or the contracting officer, within fifteen (15) calendar days after completion of training by all employees and subcontractor personnel.

1.6.8.12 For Information assurance (IA)/Information technology (IT) Certification. Per DoD 8570.01-M, DFARS 252.239-7001 and AR 25-2, contractor employees supporting IA/IT functions shall be appropriately certified upon task order award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon task order award.

1.9.7.2 For Contracts That Require Handling or Access to Classified Information. The Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5. The contracting officer, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the Government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.6.9.1 Contracting Officer Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor contractor's performance and notifies both the Contracting Officer and contractor of any deficiencies; coordinate availability of GFP, and provide site entry of contractor personnel. A letter of designation is issued to the COR, a copy of which is sent to the contractor. It states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.10 Key Personnel: The following personnel is considered key personnel by the Government: Team Lead and Alternate Team Lead. The contractor shall provide a team lead who shall be responsible for the performance of the work. The name of this person and an alternate, who shall act for the contractor, shall be designated in writing to the contracting officer. The team lead or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The team lead or alternate shall be available between 8:00 a.m. to 4:30 p.m., Monday thru Friday except Federal holidays or when the Government facility is closed for administrative reasons. Qualifications for all key personnel are listed below: at least one year leadership experience; at least one year FOIA/Privacy Act and/or Records Management experience.

1.6.11 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractor personnel will be provided and required to wear badges in the performance of this service.

1.6.12 Contractor Travel: - N/A

1.6.13 Other Direct Costs: - N/A

1.6.14 Data Rights: - N/A

1.6.15 Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may effect other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

1.6.16 PHASE IN/PHASE OUT PERIOD: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board, during the [2 days] phase in/45 days phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements in order to commence full performance of services on the contract start date.

1.6.17 Transition In Plan: The Contractor shall complete transition from the incumbent in accordance with their proposed transition plan. The Transition Plan is due with the proposal submission. The Contractor shall ensure that all positions are filled to ensure there will be minimal service disruption to vital Government business and no service degradation during and after transition. The staffing level will be at 100% by Day 2. The Contractor shall identify how it will coordinate with the incoming/outgoing Contractors and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate Contractor-to-Contractor coordination to ensure a seamless transition.
- Transition of key personnel
- Identify schedules and milestones
- Identify actions required of the Government
- Establish and maintain effective communication with the incoming Contractor/Government personnel for the period of the transition via weekly status meetings.

The contractor shall notify the COR and Security that each individual has a perm cert on file through JPAS (SMO code). Email correspondence is encouraged.

1.6.18 Transition Out Plan: The Contractor shall cooperate with the Government to transition these efforts at the conclusion of the contract. The Contractor shall provide a Transition-Out Plan NLT ninety (90) days prior to expiration of the contract for approval by the Government. If unacceptable, the contractor shall have five (5) days to revise. The Transition-Out plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming Contractor/Government personnel at the expiration of the contract. The Contractor shall identify how it will coordinate with the incoming/outgoing Contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate Contractor-to-Contractor coordination to ensure a seamless transition.
- Transition of key personnel
- Identify schedules and milestones
- Identify actions required of the Government.
- Establish and maintain effective communication with the incoming Contractor/Government personnel for the period of the transition via weekly status meetings.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

1.6.19 In/Out Processing: The Facility Security Officer (FSO) must provide to HQ INSCOM/MSC COR, the following information on all Contractor Manpower Equivalents (CMEs) performing HQ INSCOM/MSC missions and are direct labor, for input into the INSCOM In/Out Processing Portal.

In Processing	Out Processing
Contractor Name	Contractor Name
Contractor Email	Contractor Email
Contractor SSN (Full)	Contractor Phone Number
Contracting Company	Contractor SSN (Last 4 Only)
FSO Email	INSCOM Organization
Hours at HQ INSCOM/MSC	Contract Number
Percentage on Contract	Contracting Company
Contract Number	FSO Email
PoP End Date	Departure Date
Paragraph	Separation Type (drop-down)
Line Number	Transfer Type (drop-down)
UIC	COR (populated automatically)
Arrival Date	
HQ INSCOM/MSC Organization	
COR (populated automatically)	
POC (selected from HQ INSCOM/MSC population)	

Table 1: In/Out Processing Information

1.6.20 All CMEs will be In/Out processed through the HQ INSCOM/MSC In/Out Processing Portal by the COR, with the assistance of information provided by FSO. All CMEs must be Read-On/Read-Off by a Security Specialist at an HQ INSCOM/MSC facility. CMEs will NOT be Read-On/Read-Off and facility access will NOT be granted if the required information has not been entered into the HQ INSCOM/MSC In/Out Processing Portal prior to arrival and prior to departure. In the instance of Out Processing, this may affect CPARS reporting on your organization. In processing will not exceed 4 weeks.

1.6.21 Contractor personnel shall complete Information Assurance (IA) Training (required for Government systems access), and obtain a completion Certificate, prior to Entry On Duty (EOD). The completion Certificate shall be sent to the responsible COR to confirm compliance prior to EOD.

1.6.22 Contractor personnel shall also obtain a CAC prior to EOD.

PART 2

DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

2.1 DEFINITIONS:

2.1.1 CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.2 CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

2.1.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4 DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5 DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6 GOVERNMENT FURNISHED EQUIPMENT. The equipment, facilities, and supplies to be furnished by the Government for contractor use during the performance of this contract.

2.1.7 KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.8 PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.9 PERFORMANCE REQUIREMENTS SUMMARY (PRS). The listing of critical performance indicators, standards, and acceptable quality levels used in evaluating the contractor's performance.

2.1.10 PERFORMANCE STANDARDS. The targeted level or range of levels of performance for each performance measure, relating to the Acceptable Quality Level (AQL) for the objective. The Government will evaluate specified Performance Measures and Standards.

2.1.11 QUALITY ASSURANCE. The Government procedures to verify that services being performed by the contractor are performed according to acceptable standards.

2.1.12 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.13 QUALITY CONTROL. All necessary measures taken by the contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.14 SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 ACRONYMS:

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

AKO	Army Knowledge Online
AQL	Acceptable Quality Level
AR	Army Regulations
ARIMS	Army Records Information Management System
AT	Antiterrorism
ATCTS	Army Training Certification Tracking System
ATO	Antiterrorism Officer
CAC	Common Access Card
CAGE	Commercial and Government Entity
CDSE	Center for Development of Security Excellence
CFR	Code of Federal Regulations
CMR	Contractor Manpower Reporting
CSA	Cognizant Security Authority
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
CUI	Controlled Unclassified Information
DA	Department of the Army
DCII	Defense Central Index of Investigations
DD Form	Department of Defense Form
DFARS	Defense Federal Acquisition Regulation Supplement
DNI	Director of National Intelligence
DOD	Department of Defense
DODI	Department of Defense Instruction
DSS	Defense Security Service
EOD	Entry on Duty
FAR	Federal Acquisition Regulation Supplement
FPCON	Force Protection Condition
FOIA	Freedom of Information Act
FY	Fiscal Year
FSO	Facility Security Officer
GFP	Government Furnished Property
HQ	Headquarters
IA	Information Assurance
INSCOM	Intelligence and Security Command
IRIS	Intelligence Records Information System
IRR	Investigative Records Repository
ISL	Industrial Security Letter
IT	Information Technology

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

PART 3

ITPSO	Insider Threat Program Senior Official
N/A	Not Applicable
NIPRNET	Non-classified Internet Protocol (IP) Router Network
NISPOM	National Industrial Security Program Operations Manual
NLT	No Later Than
OCI	Organizational Conflict of Interest
ODAA	Designated Approving Authority
OPSEC	Operation Security
PA	Privacy Act
PGI	Procedures, Guidance, and Information
PM	Program Manager
PO	Privacy Office
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Program
QCP	Quality Control Program
SOP	Standard Operating Procedures
TARP	Threat Awareness and Reporting Program
TS/SCI	Top Secret/Sensitive Compartmented Information
TTPs	Tactics, Techniques, and Procedures
UIC	Unit Identification Code
USA	U.S. Army
XML	Extensible Markup Language

GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1 SERVICES: N/A

3.2 FACILITIES: Hours of Operation: The contractor is responsible for conducting business between the hours of 0730-1630, Monday thru Friday except Federal holidays or when the Government facility is closed.

3.3 UTILITIES: N/A

3.4 EQUIPMENT: The Government will provide access to scanners, fax machines, printers, desks, phones, and other office equipment necessary for the contractor to perform duties outlined in the PWS.

3.5 MATERIALS: The Government will provide all office materials that are standard for normal operations (pencils, pens, paper, etc). The Government will also provide all existing SOPs, TTPs, and INSCOM Policies.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 GENERAL: The contractor shall provide all personnel, supervision, and other items and non- personal services necessary to perform administrative support services as defined in this PWS, except for those items specified in Part 3 of this PWS. The contractor shall perform to the standards in this contract.

4.2. SECRET FACILITY CLEARANCE: The contractor shall possess and maintain a TOP SECRET facility clearance from the Defense Security Service. The contractor's employees, performing work in support of this contract shall possess and maintain a TS/SCI level security clearance from the Defense Industrial Security Clearance Office. The DD Form 254 is provided as Attachment 3.

4.3 MATERIALS: None

4.4 EQUIPMENT: None

SPECIFIC TASKS

5. Specific Tasks:

5.1 Basic Services. The contractor shall perform the following task in accordance with the PWS:

5.1.1 Contractor shall research and input electronic and hardcopy requests into databases by scanning and keyboarding. It will require the digitization (scan and index) of hardcopy requests into IRIS (Intelligence Records Information System).

5.1.2 Contractor shall resolve request issues as annotated; modify requested data as necessary; conduct a quality control review of already scanned material in IRIS at a rate of 150 pages per hour (rescanning the applicable pages); and accurately index scanned and quality controlled material into IRIS.

5.1.3 The contractor shall handle all office mail delivery and receipt, to include classified mail.

5.1.4 Contractor shall receive and process requests for U.S. Army intelligence and investigative records. This includes validating incoming requests [e.g. Defense Central Index of Investigations (DCII) File Demands] for Army records in accordance with the established Standard Operating Procedures (SOP) and other applicable policies, and returning invalid requests to the appropriate agency.

5.1.5 Contractor shall file and manage physical case storage and retention according to the ARIMS (Army Records Information Management System).

5.1.6 Contractor shall receive and open FOIA/PA requests; ensure accuracy of data input for cases in all databases; provide support to Action Officers by preparing cases for processing; search pertinent databases and print results before the case is assigned to an Action Officer; correctly open/close FOIA/PA cases in a timely manner; accurately enter the requestor's name, PII, case disposition in all databases; scan signed letters, memos, email correspondences, and other pertinent information into the correct case in the database after the case has been closed; properly receive, log and scan incoming correspondence from other elements of our Command and other Government agencies.

5.1.7 Contractor shall close requests and ensure the accuracy of data input for cases in databases within 2 business days after actions are completed.

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

CONTRACTOR MANPOWER REPORTING (CMR):

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for USAINS COM FOI/PO/IRR via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address:
<http://www.ecmra.mil/>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported NLT October 31 of each calendar year, beginning with 2013.

Contractors may direct questions to the help desk at: <http://www.ecmra.mil/>.

**PART 6 APPLICABLE
PUBLICATIONS**

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1 The contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures. This requirement will be governed by Executive Order 12333, Department of Defense (DOD) Regulation 5200.1-R, Army Regulation 381-10, and Army Regulation 381-47. Documents may be accessed using the following web address:

- <https://www.whitehouse.gov/briefing-room/presidential-actions/executive-orders>
- <http://www.apd.army.mil/ProductMap.asp>
- <http://www.dtic.mil/whs/directives/index.html>.

**PART 7 ATTACHMENT/TECHNICAL
EXHIBIT LISTING**

7. ATTACHMENT/TECHNICAL EXHIBIT LIST:

7.1 Attachment 1/Technical Exhibit 1 – Performance Requirements Summary

7.2 Attachment 2/Technical Exhibit 2 – Deliverables Schedules.

7.2 Attachment 3/Technical Exhibit 3 – Contract Security Specifications (DD Form 254).

**PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)**

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

TECHNICAL EXHIBIT 2

Performance Requirements Summary

The contractor service requirements are summarized into performance objective that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required – usually a shall statement)	Standard	Performance Threshold (This is the maximum error Rate. It could possibly be “Zero”)	Method of Surveillance
PRS # 1 Contractor shall research and input electronic and hardcopy requests into databases by scanning and keyboarding. It will require the digitization (scan and index) hardcopy requests into IRIS (Intelligence Records Information System) in accordance with PWS	40 per week	The minimum acceptable rate is 40 per week, and there shall be not more than three (3) errors per week.	Periodic Surveillance
PRS # 2 Contractor shall resolve request issues as annotated; modify requested data as necessary and conduct a quality control review of already scanned material into IRIS in accordance with PWS paragraph	150 pages per hour	The minimum acceptable rate is 150 per hour, and there shall be no more than five (5) errors per week.	Periodic Surveillance
PRS # 3 The contractor shall handle all office mail delivery and receipt, to include classified mail in accordance with PWS paragraph 5.1.3.	The contractor shall have two (2) hours to process the mail each day from receipt of mail until final distribution for the day	This should take no more than two (2) hours and there should be no more than two (2) government customer	Random Sampling
PRS # 4 Contractor shall receive and process various types of requests for U.S. Army Intelligence Investigative Records. This includes validating incoming requests (e.g. DCII File Demands) for Army records in accordance with the established Standard Operating Procedures (SOP) and other applicable policies, and returning invalid requests to the	Within three (3) working days.	At a rate of no more than three (3) working days. There should be no more than two (2) government customer complaints per week.	Random Sampling

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

TECHNICAL EXHIBIT 2

PRS # 5 Contractor shall file and manage physical case storage and retention according to the ARIMS (Army Records Information Management System) in accordance with PWS paragraph 5.1.5.	No more than five (5) errors per month for non-compliance with established guidance.	The minimum acceptable rate is no more than five (5) errors per month.	Periodic Surveillance
PRS # 6 Contractor shall receive and open FOIA/PA requests; ensure accuracy of data input for cases in all databases; provide support to Action Officers by preparing cases for processing; search pertinent databases and print results before the case is assigned to an Action Officer; correctly open/close FOIA/PA cases in a timely manner; accurately enter the requestor's name, PII, case disposition in all databases; scan signed letters, memos, email correspondences, and other pertinent information into the correct case in the database after the case has been closed; properly receive log and scan	No more than two (2) cases can be returned per month for non-compliance with established guidance.	The minimum acceptable rate is no more than two (2) cases returned for error per month.	100% Inspection
PRS # 7 Contractor shall close requests and ensure the accuracy of data input for all cases in all databases within 2 business days after actions are completed in accordance with PWS	Within two (2) working days.	At a rate of no more than two (2) working days.	Random sampling

PERFORMANCE WORK STATEMENT
PERFORMANCE WORK STATEMENT (PWS)

ADMINISTRATIVE SUPPORT FOR USAINS COM FOI/PO/IRR

TECHNICAL EXHIBIT 2

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Contractor Status and Progress Reports: Contractor shall provide administrative Monthly Status	The report will be provided by the 20 th calendar day of each month.	Provide one copy in MS Word to the 902 nd MI GP Contracting Officer Representative and Contract	The medium will be MS Word and PDF copy with signature(s).	aneisha.benton.civ@mail.mil 1 for 902 nd copy and kim.m.robinson4.civ@mail.mil for contract file.
The contractor shall submit a comprehensive QCP to the contracting officer and the Contracting Officer Representative (COR).	30 Calendar days after contract award	Provide one copy in MS Word to the 902 nd MI GP Contracting Officer Representative and Contract Specialist.	The medium will be MS Word and PDF copy with signature(s).	aneisha.benton.civ@mail.mil 1 for 902 nd copy and kim.m.robinson4.civ@mail.mil for contract file
The contractor shall develop an OPSEC Standard Operating Procedure (SOP)/Plan, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-	90 Calendar days after contract award	Provide one copy in MS Word to the 902 nd MI GP Contracting Officer Representative and Contract Specialist.	The medium will be MS Word and PDF copy with signature(s).	aneisha.benton.civ@mail.mil 1 for 902 nd copy and kim.m.robinson4.civ@mail.mil for contract file

**DD FORM 254 – DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION
SPECIFICATION**

[See attachment in separate document]